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SUBJ

3 June 1971

MEMORANDUM FOR: Chairman, Information Processing Board (O/PPB, DCI).

SUBJECT : Storage of ADP Files and Programs

1. In response to your memorandum of 8 March 1971 concerning the protection of computer files the Records Management Board members met on 23 March and 28 April to study and discuss the questions you raised. The findings of the Records Board are as follows:

a. ADP Files and Programs are records within the requirements of the Agency's Records Management Program.

b. Active and inactive ADP files and programs can be effectively controlled via the same methods used for Agency records material, although special new considerations must be given to the unique storage and service requirements of tape records.

c. The storage of "Vital Records" is but one element of the Total Records Program. Technically Vital Records are a small percentage (usually only 2% to 5%) of Agency records. They are stored at a relocation site for use in the event of a "National Emergency" and the relocation of the Agency. Vital computer programs and tapes may be duplicated and preserved with this collection

d. The Board discussed the proposal to use Headquarters storage space for duplicate backup copies of important ADP "operational files." We cannot completely endorse the location but agree with the intent. Secure storage facilities at [redacted] and delivery of files within two hours are available. The Headquarters space is scarce, expensive, and of little more protection than the original nearby tape library. Usually, the related procedures for such ad hoc facilities are makeshift and controls or supervision of deposits are casual. The plan to use three such local storage sites will compound the expense in manpower, funds, and space. However, the Board recognizes the need for some duplicate tapes to be available in less than 2 hours, and that some tapes may be too sensitive for the [redacted]. The Board defers to the decision of the Computer Center Director responsible for the operational backup.

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2. In response to your inquiry regarding the safe storage of tapes and support to the Computer Centers by the Records Managers:

a. The Records Board recommends that the important ADP "operational records" be identified and listed on a "Control Schedule" to be reviewed and approved at the highest possible level in the Computer Center concerned. The Component and Directorate Records Officers are ready to assist in developing such Control Schedules. A copy of these "operational records" might be stored locally if in emergencies they are required within one work day or are considered by Security to be too sensitive for the courier trip. ADP programs that can tolerate a backup delivery time of one work day should use the existing Agency storage facilities [REDACTED]. The Chief of the Agency Records Center is available to confer on storage systems and procedures if you decide to establish local facilities.

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b. The records Board also recommends that each Computer Center identify its Vital Tape Records and their related Programs that will be required in time of a "National Emergency," and schedule a copy of them for deposit and periodic updating at the Agency Relocation Site. The component and Directorate Records Officers can assist in the scheduling and transfer of these tapes. The types of related equipment and supplies needed in an emergency should be identified to the Office of Logistics to develop some type of emergency equipment preparations as required by Executive Order No. 11490, dated October, 1969.

c. Finally the Board recommends that immediate steps be taken within each Computer Center to inventory all active and inactive ADP files and to establish scheduled retention periods for each machine language file and ADP program. The Directorate and component Records Managers are available to join with the ADP Systems Analysts from the Computer Center and the components concerned in completing such Records Control Schedules for all machine readable records and related programs.

3. The problem of inventorying and scheduling machine records has been under study for several years and only recently has the Federal Government developed its first General Schedule for disposition of ADP Records. The initial inventory of machine records will include the file and program title, size, and description with a disposition instruction indicating the period of time it will be kept in the active file room or Tape Library and in the semi-active Records Center storage facility. The eventual disposal action and time are also indicated for each file. This type scheduling has been completed for paper records Agencywide and can be accomplished similarly for the computer tape records and programs of each office. Sweeping general disposition guidelines are hazardous and we prefer an individual evaluation of each Component file inventoried in the initial effort.

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5. Each of those Program responsibilities relates to Information Processing whether done by computers and ADP Systems Analysts or by manual operations and file supervisors, printers, or microfilm operators. Each requires guidance concerning the established standards. We find the Records Managers greatly involved in the design and use of ADP input and output forms, OCR forms, microfilm systems, storage and retrieval equipment, ADP supplies, file systems, tape storage, Vital Record tapes, and tape disposal, as well as Analyst documentation, files, and equipment. Greater interaction of Records Managers and Information Processors is both desirable and inevitable. Similarly, we should provide for a closer relationship between the Records Board and the Information Processing Board. Perhaps we can arrange for a member to periodically attend the other's Board meetings and report back to his Chairman and members.

6. I have been assured by our Board members that they and their component Records Officers await the opportunity to inventory and Schedule the Agency machine records. I hope you will favorably consider our suggestions.

[REDACTED]
Chairman
Records Management Board

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